

(ADVANCE EXCEL)

(Course Duration: 2 Months)



An ISO 9001:2015 Certified Institute

Course Overview

Advanced Excel skills include the ability to produce graphs and tables, use spreadsheets efficiently, and perform calculations and automation to process large volumes of data.

Course Content

Excel Introduction

- An Overview of the Screen, Navigation and Basic Spreadsheet Concept
- Data Entry
 - Creating
 - Editing
 - Saving
 - Page Settings
- Basic Calculation and Basic Formulas
- Absolute and Relative Cells
- Shortcut Keys



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- Working with Functions & Formulas
 - Basic Functions
 - Lookup Functions
 - Logical If Functions
 - Financial Functions
 - Statistical Functions
 - Maths & Trig. Functions
 - Text Functions & Many More
- Modifying worksheets with color
- Conditional Formatting and IF Conditions & Charts.
- Pivot Table, Sort & Filter, Data Tools, Subtotal and What if Analysis
- Cell References Formulas, Audit Formula, Define Name, Protect Workbook & Worksheet.
- Record Macro Freeze Panes.
- Text Function, Statistical Function, Math & Trig Functions
- Date & Time and Logical Functions, Financial Functions
- Advance Date & Time Functions with Logical Functions
- Advance of Pivot Table, Pivot Charts,
- Lookup Functions (With Hlookup & Vlookup)
- Lookup Functions with IF Error.
- Advance Filter with Wild Card Character, Macros, Page Setup and Printing.
- Advance Conditional Formatting, Paste Special & Advance Number
- Advance Tools – Solver, Advance Subtotal etc.
- Advance Marcos.
- Advance Logical Functions and Lookup Functions & etc.

- Auto Formats
- Charts & Graphs
- Pivot Table & Pivot Chart
- Data Forms
- Analysing Data
- Data
 - Subtotal
 - Sorting Data
 - Filtering Data
 - Data Validation
 - Goal Seek
- Formatting worksheets
- Conditional formatting
- Macros
- Securing & Protecting Spreadsheets
- Proofing and Printing

